

## Bloomington Schools Pre Trip Vehicle Inspection Sheet

*DAILY Check Gauges: Oil Pressure, Volt Gauge*

If the box is blacked out you only have to check it once a month

<b>Name:</b>		<b>Vehicle #</b>			
Month / Year	week of:	week of:	week of:	week of:	week of:
Current Mileage					
<b>Approaching The Vehicle</b>					
Duals not touching, Tire pressure, Mud flaps are secure		check monthly			
Leaks under engine, fuel tank, transmission, Hydraulic					
Truck with lift gate check operation					
Note Any Body Damage					
<b>Under The Hood</b>					
Engine & Hydraulic levels					
Coolant Level					
Washer Fluid Level					
Power Steering Pump & Fluid					
Transmission Fluid Level (At Idle - Hot)					
Water Pump & Belts		check monthly			
Alternator & Belts; No Bare Burnt Or Broken Wires					
Master Cylinder & Steering System					
Engine Hoses (No Cracks Or Leaks)					
Shocks (Not Wet Or Leaking)					
Springs (Not Broken Or Cracked)					
Brake Hoses (No Cracks Or Leaks)					
<b>Inside The Vehicle</b>					
Fuel Level - Over 1/2 Tank					
Interior Clean - No Trash					
<b>DAILY: Check Gauges: Oil Pressure, Volt Gauge</b>					
Mirrors & Windows - Clean , No Cracks					
No play In Steering					
All Lights Working (Headlights, Turn Signals, Markers)					
Park Brake Working		check monthly			
Wipers Work - Not torn / Horn Works					
Sign off after each check / each week					

If you need a work order for repairs or service (oil change) check here [ ] Any notes:

**Must be checked and signed off WEEKLY ~ turned into Building & Grounds MONTHLY (end of the month)**